

CC#4
Circular Letter No. 400.

February 6, 1907.

To Superintendents.

Gentlemen:--

In Circular No. 376 sent you under date of October 12 you were informed that a new form to take the place of the "Form V" used last year would probably be sent you later on. This form is now ready and you are being sent by this mail a sufficient supply to enable you to report on each person working as a teacher in your district and to retain duplicates in your office. It is not intended that teachers shall be given copies of this report, nor is it necessary to visit a teacher's school in order to make one out. You will not be asked to make two reports on each teacher, but are requested to report on every teacher sometime during the second term.

It is obvious that in some cases it will not be possible to fill the report out under all the headings, but you are requested to do so if you can. Our object in asking for this report is to secure a carefully thought out estimate of the personality and ability of each teacher, which we believe will form a better basis for judgment and a more valuable part of the teacher's professional record than can a series of visit reports made usually on

comparatively short periods of the teacher's work. The report does not represent a merely temporary expedient, but indicates a definite and settled trend in Department policy. While it will in no way supplant either the "Form V" or the "Form Q" reports, it is expected to supplement them both. In order to give a clear idea of what is wanted a specimen report follows. It is the sort of a report which might be made on a rather mediocre teacher and is intended as an illustration and not as a model. Single-word qualifications and blanket reports such as, "satisfactory in all the above", should be avoided.

ABILITY TO TEACH.

Good when she tries. Little interest. Best in low grades.

ABILITY TO GOVERN.

Rather Good. Somewhat harsh

CLERICAL WORK AND CARE

OF PROPERTY.

Careless with register.

Careful with books.

EXECUTIVE QUALITIES.

Probably slight.

WILLINGNESS TO RECEIVE

SUGGESTIONS.

Limited. Regards her own way as good enough.

SOCIAL STANDING.

Limited on account of colored blood. Of good repute.

ABILITY TO FOLLOW SUG-

GESTIONS

Satisfactory when watched.

SCHOLARSHIP AND CULTURE.	Somewhat broader than average.
APPARENT INNATE ABILITY.	Moderate. Too old to improve.
ELIGIBILITY FOR PROMOTION.	Unfit for any but subor- dinate position.
SPECIAL STRENGTH.	Promptness and faithfulness.
SPECIAL WEAKNESS.	Lack of interest and adap- tability.

Please fill out the reports on American teachers with special care and make them as full as possible on male English teachers, principals and any others who might possibly be considered for promotion to higher positions.

As the matter of appointments for the coming year will shortly be taken under consideration, you are especially requested to forward reports during the present month of February on all American and other teachers holding appointment from the Department. Any recommendations which you may care to make as to appointment for the coming year may be noted on the card. The back of the card may be used for remarks or additional information if you desire.

Respectfully,

Commissioner of Education.